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DIARY NOTES

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27 November 1953

- 25X1A9a 1. General [REDACTED] has reported back today from his period of hospitalization. I discussed with him again the necessity for an Assistant Auditor-in-Chief, as well as the matter of his attending certain meetings on finance in the DD/P area. I also told him that I wanted to sit down with him and [REDACTED] next week to discuss the report which he submitted as a result of his trip. 25X1A9a
- 25X1A9a 2. Mr. [REDACTED] advises me that he is trying to set up a panel in the DD/P area for the discussion of the "records integration" problem. I told him that I had no objection to this as long as the General Services Office acted in an advisory capacity.
- 25X1A9a 3. I asked Mr. [REDACTED] to draft a memorandum to the Deputy Director (Plans) which would request the submission of a paper outlining the need for personnel overseas who might be drawn from the General Services Office, particularly the Records Management and Reproduction Divisions.
- 25X1A9a 4. I advised Mr. [REDACTED] that the Motor Pool would be transferred to the Logistics Office at an early date. H
5. Spent an hour with the Personnel Office in its new quarters. Over-all, I believe that having the Office together in contiguous space is a definite improvement. In general, the quarters are not too bad, although some paint here and there would help. Specifically, I requested that Mr. [REDACTED] take the necessary action to spruce up his Waiting and Interview Rooms which are, at present, very drab and unimpressive. 25X1A9a
- 25X1A9a 6. Instructed [REDACTED] to continue to develop the Personnel Evaluation Report for the field. In view of the fact that a task force is now studying the PER form for the Career Service Board, effort in this direction had been held in abeyance.
- [REDACTED]
- on a similar subject and would like to check it before giving me a recommendation as to what he thought we should do. 25X1A
- 25X1A9a 8. Talked to [REDACTED] about the morale situation [REDACTED] Told him that I was afraid to sit on this problem too much longer for fear it would 25X1A6a

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come to the Director's attention through other channels. After some discussion I told him that I would talk to Frank Wisner about it and then decide whether or not to make a report to the Director.

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9. Met with Colonel [REDACTED] Office of Communications, Colonel [REDACTED] Office of Collection and Dissemination, Mr. [REDACTED] Security Office, Mr. [REDACTED] Office of the Chief of Administration, DD/P, Mr. [REDACTED] Office of Training, and Mr. [REDACTED] Regulations Control Staff, to discuss a proposed Notice containing instructions for the implementation of the new Executive Order (effective 15 December 1953) on the classification of documents. Representatives of the five major components concurred in the Notice and I instructed Mr. [REDACTED] to expedite its publication.

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